SECTION 3. ACCESS TO THE SYSTEM

3.1 First-Time Use of the System. This section provides the guidance and procedures needed for a first-time user. Due to user-friendly, menu-driven software, first-time users need no formal training to access the system. An understanding of the operating system is not required for this procedure. However, the operator must have a user ID and password assigned by the supervisor/system administrator. First-time or occasional users should always have the SARSS1 End User Manual available when using the system. Use the manual with the system to understand as much as possible about a process before selecting it.

3.1.1 Equipment Familiarization. SARSS1 uses commercial, off-the-shelf equipment referred to as Non-Development Items (NDI).

  a. The SARSS1 computer system is a modular, portable system for use in the SSA. The desktop equipment consists of a file server (tower) with a keyboard and monitor, one to nine workstations with keyboards, monitors, and printers.

  b. Materiel Release Order Control (MROC) equipment includes portable data collection devices (PDCDs) to read bar-coded documents, thermal hip printers, and radio units to transmit data to the SARSS1 file server.

  c. The Automated Manifest System (AMS) requires the use of an optical laser card reader/writer.

3.1.2 Access Control. SARSS1 is a password-protected system. When the system equipment is initially turned on, rebooted, or logged out by a previous user, a SARSS1 Sign-On screen appears. Before signing on to the system, certain actions must be taken by the supervisor or person having control of passwords for that system.

  a. The supervisor assigns a user ID to each person requiring access to the SARSS1 programs. User IDs identify each authorized end user. Passwords control access to the different SARSS1 processes.

  b. SARSS1 operators are not authorized to add, delete, or change passwords. This must be done by the supervisor with password control responsibility.

  c. No printed or automated SARSS1 output contains classified or restricted information, but users will take appropriate action to prevent theft, loss, damage, or destruction to the output until it is no longer needed.

3.1.3 Installation and Setup. SARSS1 software change packages (SCPs) and SARSS1 interim change packages (ICPs) are input to the system by the designated system administrator.

3.2 Initiating a Session. Follow these guidelines to initiate a session on the SARSS1 computer:

  a. Before turning on the system, ensure that the SARSS1 file server is connected to an uninterruptible power supply (UPS) and the SARSS1 workstation to a surge protection outlet strip. Turn on the equipment connected to the file server first (i.e., printer, monitor, radio base unit, and network controller). This allows the computer to recognize its peripherals while booting up. Power up the file server before starting the workstations. Otherwise, the workstations will not be able to access the system

software on the file server. It is also important to turn on the optical card reader, printers, and monitors before turning on the workstations to which they are attached.

   b. Power up the file server and wait for the Welcome to AJT01 screen to appear (figure 3.2-1).
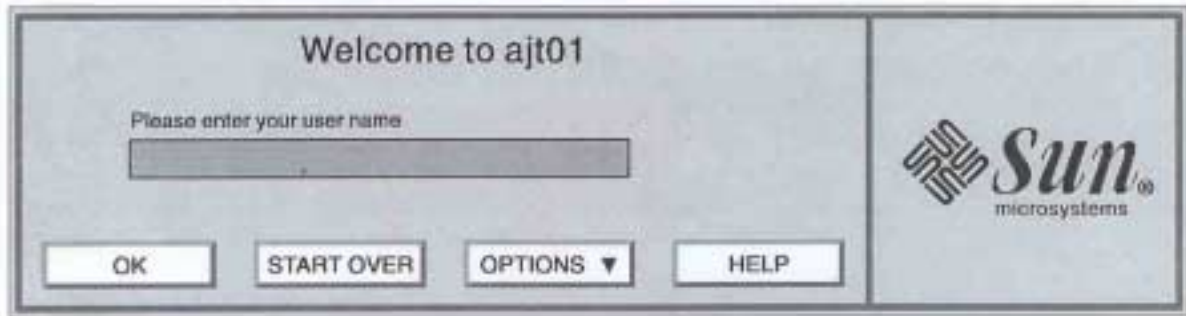

Figure 3.2-1. Welcome to AJT01 Screen

   c. To sign on to the system, enter AJT01 and click on the OK button or press <Enter>. If you make an error entering AJT01, click on the Options button using the left mouse button and hold; a drop-down window appears with five options. Drag the cursor down to the Reset Login Screen option and release the mouse button. When the refreshed sign-on screen appears, enter the correct user name in the appropriate block and click on the OK button or press <Enter>. The Help option explains the log-in screen selection buttons.

   d. Screens in SARSS-1 with the Solaris Operating System have MS Windows-like control buttons. At the top left of the screen is a control-menu box that opens a window's Control menu, which lets you move, size, or close the window. At the top right of the screen are the sizing buttons; the left button with a downward pointing triangle reduces the screen to an icon and the right button with an upward pointing triangle expands the window to use the full screen. An icon is a small graphic representation of minimized windows, documents, or applications. The rectangular area at the top of the window that contains the window's name is the title bar.

e. A SARSS-1 Alert screen appears (figure 3.2-2). This screen provides operating tips and cautions for all operators. Note that there is a small window with the current date and time which is continuously updated so that the operator has the correct time (system time) at any given moment.
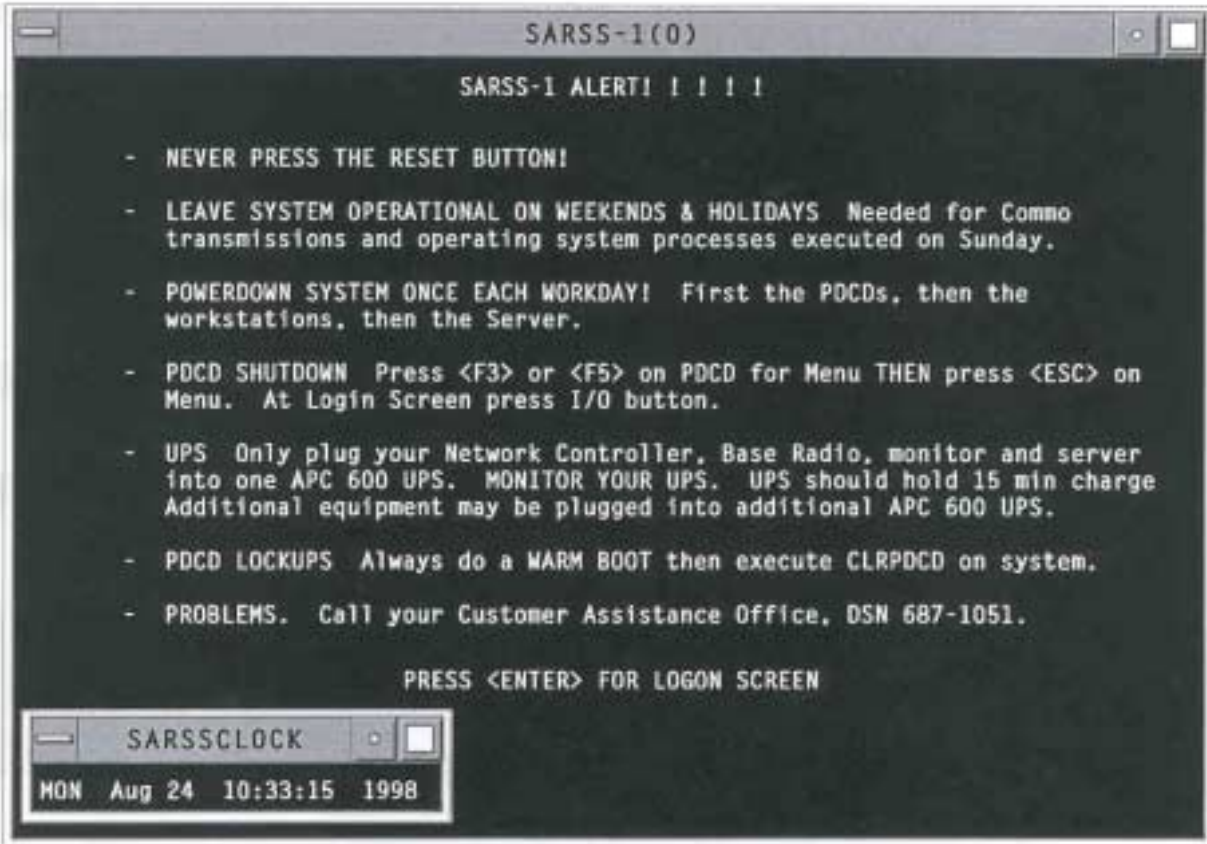

Figure 3.2-2. SARSS1 Alert Screen

    f. Press <Enter> to access the SARSS-1 Sign-On screen (figure 3.2-3). Once the SARSS-1 Sign-On screen appears, enter your user ID and password in the appropriate fields and press <Esc>.

Figure 3.2-3. SARSS1 Sign-On Screen

g. To sign on to the workstation, power up and go to Windows. The SARSS-1 workstations will all use the Windows Operating System. When Windows is ready, there will be icons displayed for the communications linkup between the workstation and the file server (NetFtpd), the remote print manager which allows for multi-printer capability (RPM 2.1.3/3.1), the program manager for Windows, and the SARSS-1 workstation. Click on the SARSS-1 icon on the screen. The system will display an Alert screen (figure 3.2-4) which provides operating tips and cautions.
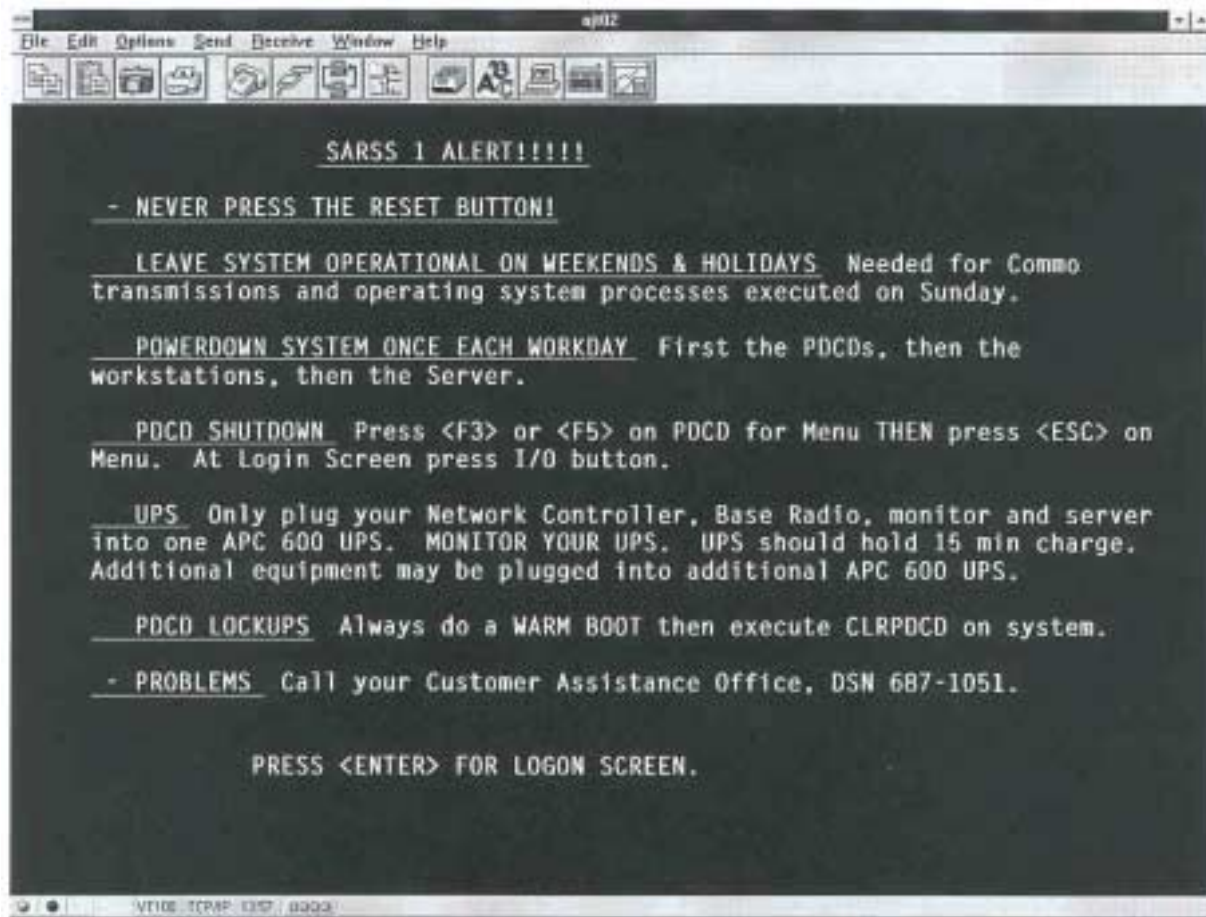

Figure 3.2-4. SARSS-1 Alert Screen

At the top of the screen beneath the title bar, there is a menu bar with five selections and a tool bar with three groups of four icons (figure 3.2-5).

Figure 3.2-5. Menu Bar/Tool Bar

(1) The five selections on the menu bar are related to the communications protocol and are explained in detail in AISM 25-L1Y-AJT-ZZZ-EM, End User Manual for Administrators and Operators.

(2) From the left on the Tool Bar, the icons are Copy, Paste, Save Screen, Start User Printer, Connect, Disconnect, Start FTP Server, Start FTP Program, Telephone Directory, Font, Window Colors, Define Keys, and Desktop Settings.

(3) SARSS-1 operators should not use the drop-down windows on the menu bar unless under the direction of the system administrator.

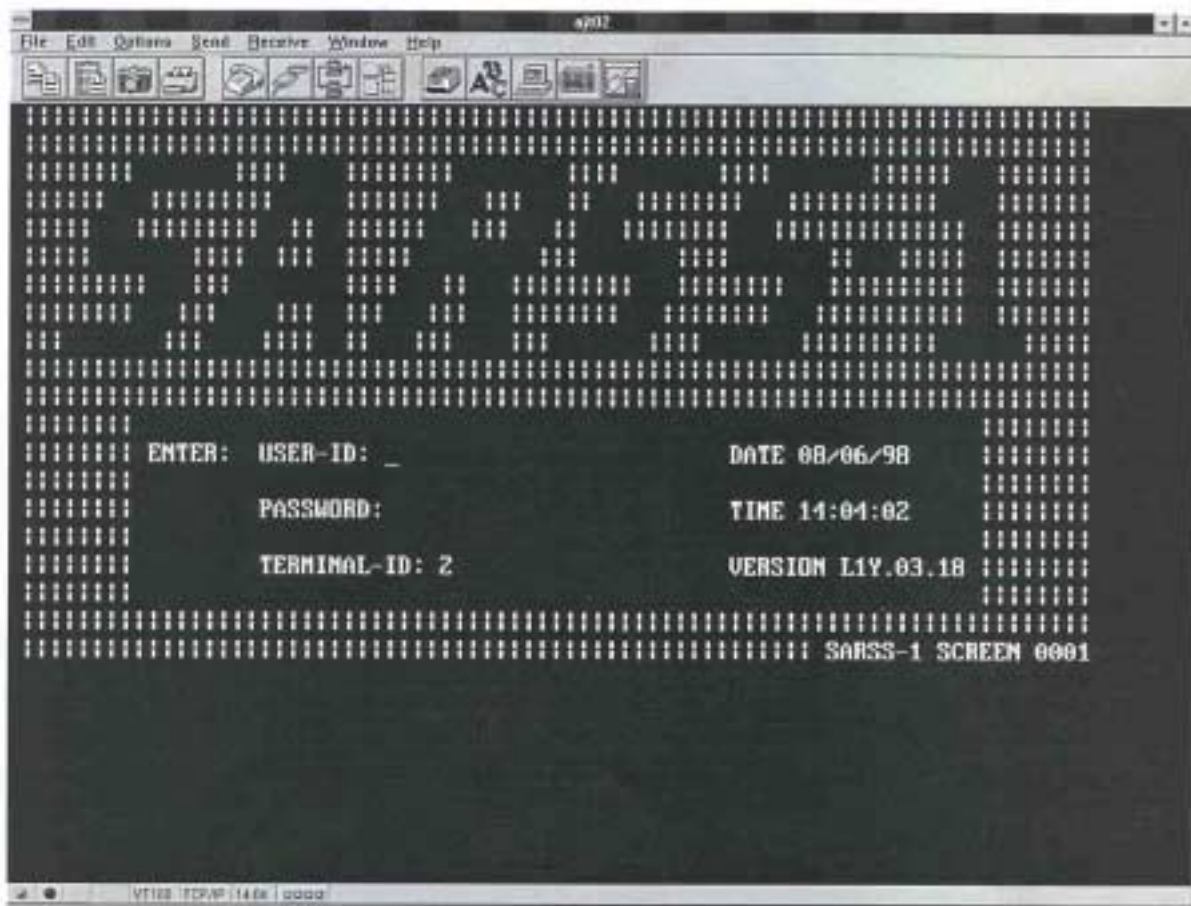   h. Press <Enter> to access the SARSS-1 Sign-On screen (figure 3.2-6).

Figure 3.2-6. SARSS1 Sign-On Screen

   i. Enter your user ID and password in the appropriate fields and press <Esc>. NOTE: The password field will show entry by an asterisk for each character entered. This prevents unauthorized persons from seeing your password.

j. The SARSS Master Menu appears (figure 3.2-7).

Figure 3.2-7. SARSS Master Menu

3.3 Stopping and Suspending Work. During the workday there will be times when your duties do not require the use of the SARSS1 system.

a. When you leave a workstation, log out of the SARSS1 system by entering **LOGOUT** on the action line. This will return the screen to the SARSS Sign-On screen, allowing other users to log in under their own user IDs. Logging out ensures that each operator's work is tracked accurately by the system. Anytime the workstation is unattended, turn off the monitor to prevent screen image burn-in.

b. The system automatically executes a check of logged-on users every five minutes. If any user remains inactive for 15 minutes (this includes background processing), the system will terminate the user's access by automatically logging off the system and returning to the SARSS1 virtual terminal sign-on screen.

    c. At the end of the day, power off the workstation by entering **SHUTDWN** on the action line. It is important to use this command to prevent damage to your computer software. When you see the message "The system is down. Press any key to reboot.", it is safe to turn the equipment off. Local SOP may dictate that the file server be left on 24 hours a day to allow for uninterrupted communications. Check with your supervisor before shutting down the file server.

3.4 Initiating a Session on the PDCD. Many warehouse activities are accomplished using PDCDs. Use the following directions to access the SARSS1 system through a PDCD.

    a. The user must first log on to the PDCD. Turn on the PDCD by pressing the I/O button. When turned on, the PDCD displays a screen asking for the user ID and password. Enter the appropriate information and press <Enter> after each element is complete.

    b. Once the user ID and password are entered, the system determines whether the person identified by the user ID/password is authorized access to MROC processes.

       (1) If the user is not authorized to use MROC processes, the PDCD will display an invalid login message (figure 3.4-1).

```
                              Checking
                             User Login




                             Invalid Login
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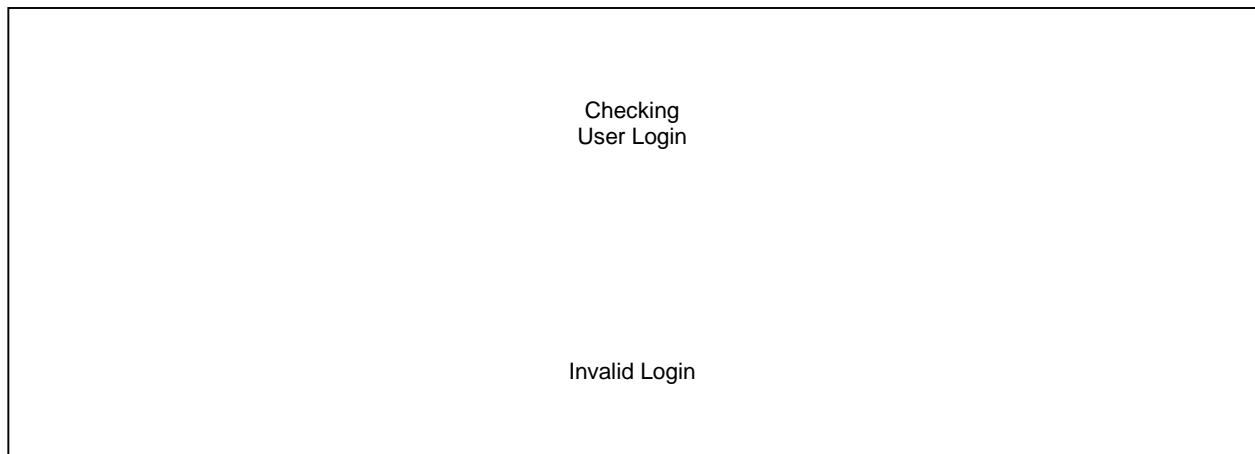
Figure 3.4-1. PDCD Denial Message

(2) If the user is authorized to use MROC processes, the screen will display only the processes authorized for that user ID on the PDCD Radio Frequency Menu (figure 3.4-2).

MM/DD/YY	[MA] RADIO FREQUENCY	MM:SS

    1   STOCK PICKING

    2   RECEIPTS

    3   SHIPPING

    4   CUSTOMER PICKUP

    5   INVENTORY

    6   LOCATION SURVEY

    7   LOCATION ACCURACY

SELECTION:

ESC   QUIT   ENTER RUN

Figure 3.4-2. Sample PDCD Radio Frequency Menu

(3) The PDCD Radio Frequency Menu displays special selections when you operate in the Store & Forward mode. The first two options will always be Transfer and Receive, followed by the processes authorized for the user ID entered during logon.

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